

# REQUEST FOR LABORATORY EXAMINATION -- INSTRUCTIONS

## WSP CRIME LABORATORY LOCATIONS

### WSP – Kennewick Crime Laboratory

143302 E Law Ln  
Kennewick WA 99337  
(509) 734-5820  
FAX (509) 734-5848

### WSP – Olympia Laboratory

3310 Capitol Boulevard  
PO Box 42608  
Olympia WA 98504-2608  
(360) 596-4525  
FAX (360) 596-4470

### WSP – Marysville Crime Laboratory

2700 116th St NE Ste P  
Tulalip WA 98271-9425  
(360) 654-1201  
FAX (360) 654-1213

### WSP – Seattle Crime Laboratory

2203 Airport Way S Ste 250  
Seattle WA 98134  
(206) 262-6020  
FAX (206) 262-6033

### WSP – Spokane Crime Laboratory

580 W 7<sup>th</sup> St  
Cheney WA 99004  
(509) 625-5401  
FAX (509) 625-5440

### WSP – Tacoma Crime Laboratory

2502 112th St E Room 273  
Tacoma WA 98445-5104  
(253) 538-3207  
FAX (253) 538-3275

### CLD Crime Scene Response Team

(253) 255-3064

### WSP – Vancouver Crime Laboratory

1401 Kauffman Ave  
Vancouver WA 98660  
(360) 993-3800  
FAX (360) 993-3899

### WSP - High Tech Crime Unit

106 11th Ave SW Ste 4100  
Olympia WA 98501  
(360) 704-4242  
FAX (360) 704-2973

## INSTRUCTIONS FOR USE

If you have any questions regarding the use of this form, the proper submittal of evidence, or the types of examinations possible, please call the laboratory serving your area. **Please type and complete the form electronically.**

When submitting evidence, clearly identify the agency case number and item number on each evidence package and use these exact numbers on the form.

If DNA evidence is submitted, please complete the [DNA Case Supplemental Information form](#) (required for first-time submissions only) and the [Authorization for Consumption of DNA Evidence form](#) (as applicable). For additional information, please reference the [Forensic Services Guide](#).

If Explosives evidence is submitted please complete the “Explosives Safety and Evidence Checklist” at this link: [http://www.wsp.wa.gov/forensics/docs/crimelab/safety\\_checklist.pdf](http://www.wsp.wa.gov/forensics/docs/crimelab/safety_checklist.pdf)

PRIMARY AGENCY CASE NUMBER (ACN): Enter the number your agency uses to track the case.

RELATED AGENCY CASE NUMBER: Enter any related agency case number(s). Use the “SPECIAL INSTRUCTIONS” space to explain relationship or record additional ACNs.

INVESTIGATIVE OFFICER/DETECTIVE: The primary investigator or person listed as the agency representative on the analytical report and to whom the report will normally be delivered. If the report should be delivered to another person, describe delivery instructions in the “SPECIAL INSTRUCTIONS” section.

EVIDENCE ITEM #: The individual tracking number your agency uses to identify the item. This number must match the number on the evidence item.

ITEM DESCRIPTION: Brief description of each item. Examples are “packet of white powder,” “fired cartridge case,” and “blue jeans from John Doe.”

EXAM CODES: This is a guide for possible types of examinations and consists of a letter designation for the general type or functional area of examination requested. These codes are listed below.

NOTE: If the general type for the examination you are requesting is unknown or unlisted, use “OTH” (for other) and fill in the examination you need under “SPECIAL INSTRUCTIONS.”

SPECIAL INSTRUCTIONS: List the specific examination you are requesting. “EXAM CODES” for some common requests are listed below. This section can also be used to convey information that would be pertinent to the examination requested.

SUBMITTED BY: This is filled in by the agency representative who personally delivers or ships the evidence to the laboratory.

**“/S/” followed by your name denotes an electronic signature (or add your digital signature).**

<u>EXAM CODES</u>	<u>COMMON EXAMINATIONS</u> (for use in SPECIAL INSTRUCTIONS)	<u>EXAM CODES</u>	<u>COMMON EXAMINATIONS</u> (for use in SPECIAL INSTRUCTIONS)	<u>EXAM CODES</u>	<u>COMMON EXAMINATIONS</u> (for use in SPECIAL INSTRUCTIONS)
CHE	<u>Chemical Analysis</u> Chemical unknown analysis Explosive analysis Fire debris analysis Metal analysis Solid incendiary analysis Toxic substance analysis	DNA	<u>DNA</u> Body fluid identification DNA typing Species Determination	MIC	<u>Microanalysis</u> Damage assessment Fiber comparison Headlamps Hair screening Physical match Paint and polymer comparison Soil comparison Shoe/tire comparison Tape examination
CLA	<u>Clandestine Laboratory Analysis</u> Clandestine drug analysis Determination of synthesis route Precursor analysis	F/T	<u>Firearm &amp; Toolmark Examination</u> Bullet comparison Cartridge case comparison Firing distance determination NIBIN Serial number restoration Toolmark comparison	OTH	<u>Other</u>
CON	<u>Controlled Substance Analysis</u> Controlled drug analysis	LAT	<u>Latent Print Examination</u> ABIS search NGI (FBI database) search Latent print processing Latent print comparison	QD	<u>Questioned Document Examination</u> Altered document analysis Handwriting comparison Indented writing examination Typewriter/printer/copier comparison
CSRT	<u>Crime Scene Response</u> Bloodstain pattern analysis Crime scene reconstruction Evidence recovery				

# WASHINGTON STATE PATROL – CRIME LABORATORY REQUEST FOR LABORATORY EXAMINATION

For evidence submission guidelines, refer to the  
[Forensic Services Guide](#)

CRIME LAB BAR CODE HERE  
FOR LAB USE ONLY

PRIMARY AGENCY CASE NUMBER		RELATED AGENCY CASE NUMBER(S)						
HAS OTHER EVIDENCE IN THIS CASE BEEN PREVIOUSLY SUBMITTED TO A WSP CRIME LAB? <input type="checkbox"/> YES <input type="checkbox"/> NO		OFFENSE		DATE OF OFFENSE				
SUSPECT(S) – LAST, FIRST, MI (SID #, if available)		DOB		VICTIM(S) – LAST, FIRST, MI <small>ALSO USE THIS SPACE FOR ELIMINATION PRINTS</small>		DOB		
1				1				
2				2				
3				3				
4				4				
INVESTIGATING OFFICER/DETECTIVE (Can be different from submitter)				<input type="checkbox"/> RUSH COURT DATE				
NAME (TYPE OR PRINT) (LAST NAME, FIRST NAME)		RANK/POSITION	BADGE #	E-MAIL ADDRESSES		PHONE		
AGENCY		STREET ADDRESS			CITY		ZIP CODE	
UNIQUE EVIDENCE ITEM # (Prioritized)	ITEM DESCRIPTION		EXAM CODES		SPECIAL INSTRUCTIONS			
<b>For DNA: First submissions will normally be limited to 5 items (not including reference samples).</b>								
<ul style="list-style-type: none"><li>• Please submit <a href="#">Supplemental form</a> on initial submission and <a href="#">Consumption form</a> as needed. For Sexual Assault Submissions with no charged individual and Property Crimes, written consumption permission must be submitted with the RFLE.</li><li>• <b>Sexual Assault Submissions:</b> Please indicate the priority level: <input type="checkbox"/> Higher priority (active/court) <input type="checkbox"/> Lower priority (non-active).</li></ul>								
<b>The Crime Lab will assume “Lower priority” if neither box is checked.</b>								
EVIDENCE SUBMITTED BY: (PRINT—LAST NAME, FIRST NAME)		SIGNATURE (/S/ Electronic Signature)			DATE		TIME	
SUBMITTAL METHOD:			TRACKING NUMBER:					
			TRACKING NUMBER:					
<b>FOR LAB USE ONLY</b>								
RECEIVED BY: (PRINT NAME—LAST NAME, FIRST NAME)		SIGNATURE			DATE		TIME	
Item(s) being released/returned:								
RELEASED BY: PRINT NAME—Last Name, First Name		SIGNATURE			DATE		TIME	
RELEASED TO: (PRINT NAME—Last Name, First Name (or CARRIER)		SIGNATURE (or TRACKING NUMBER)			DATE		TIME	

Signing the Request for Laboratory Examination constitutes written agreement between the Washington State Patrol Crime Laboratory Division (CLD) and the submitting agency, subject to, but not limited to, the Terms and Conditions below.

## REQUEST FOR LABORATORY EXAMINATION - TERMS AND CONDITIONS

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1. Prior to the start of evidence testing, CLD personnel will review the evidence and case information against the services requested on the RFLE to confirm that the CLD has the appropriate capabilities and resources to perform the services requested. If the laboratory is unable to satisfy the request, CLD staff will notify the submitting official that the request cannot be completed, with an explanation. Differences between the requested services and the services that the CLD can provide will be resolved before any work commences. Refer to the Forensic Services Guide for detailed evidence submission guidelines and policies.
2. Conclusions will be released in accordance with the CLD Quality Operations Manual. This includes, where applicable, a technical review being completed prior to releasing written or verbal results.
3. All evidence items received by the Crime Laboratory will be returned to the submitting agency unless otherwise indicated in a crime laboratory report.
4. Each laboratory report will have the following information (if applicable and available):
  - a. The name and address of the laboratory, and the location where the tests were carried out, if different from the address of the laboratory.
  - b. The Lab number unique to this report and the associated request number(s).
  - c. The name of the submitting agency.
  - d. The name of the submitting official.
  - e. The submitting agency case number.
  - f. Suspect and victim names.
5. Laboratory reports will have the following format:
  - a. Overview (optional).
  - b. Results and Conclusions (may include evidence listing for seized drug cases).
  - c. Evidence (optional if listed under b. above).
  - d. Methods and Observations.
  - e. Remarks (optional).

Questions or complaints about any services provided can be brought to the laboratory manager or supervisor in the submitting agency's service area. Contact information is available on Page 1 of the RFLE, or on the [WSP web site](#).